



### About the Employee Profile Upload Process

Agencies with a high volume of employees can elect to create or make updates to existing employee profiles in their system and send this data to the Expenses module in Cardinal via the Employee Profile Upload interface. Employee Profile transaction data is exported using a standard flat file format, and posted to an agency specific Secure File Transfer Protocol (SFTP) location. Cardinal retrieves the agency Employee Profile Upload file from the SFTP location on a nightly basis. The program validates the data and sends invalid submissions to the error report. The interface program loads the Employee Profile transactions from the Employee Profile Upload file into the custom Employee Profile staging table based on the GL Business Unit(s) defined on the run control page. The interface creates or modifies the Employee Profiles in Cardinal for valid data submissions. Additionally, Proxy records can either be added or deleted via the interface. If added, they will append to the Proxy record. Agencies will not be able to send Proxy data without a complete employee record.

### About the Employee Profile Interface Error Processing

The Employee Profile Upload Error Report provides details about rejected Employee Profiles, proxy information, and files. The report runs in batch on a nightly basis following the nightly file upload. The Error Report Output is generated to both a prescribed directory on the File Server or to Report Manager in Cardinal. If one or more errors are present in a given report, the word **ERRORS** will be embedded into the file name of the error reports that contain at least one file or transactional level error.

Rejected Employee Profiles must be corrected in the agency system and re-sent to Cardinal or entered manually online in Cardinal. If the error is on the Proxy field, the Employee Profile will load into Cardinal without the Proxy information. Agencies can either send corrected Proxy information in the upload or update it online in order to load the profile completely.

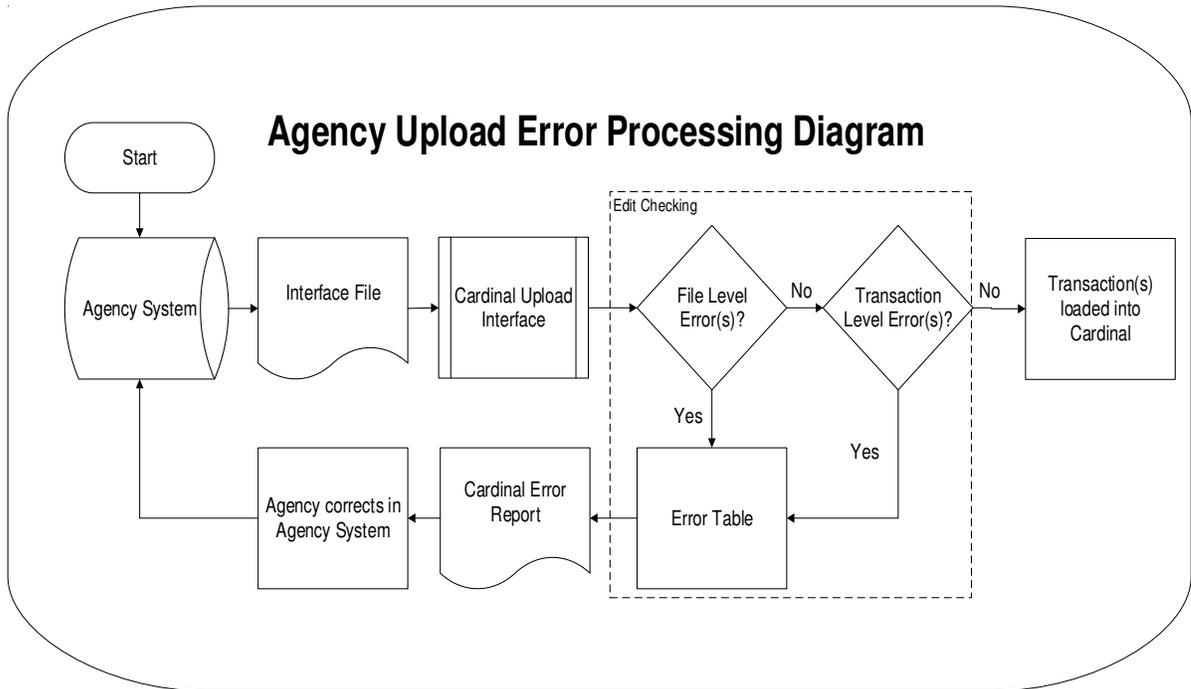
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### File Upload Error Processing

Once the Employee Profile Upload file has been picked up by the Cardinal Upload Interface, it is checked for a valid file layout and edit checked. There are two different rejection error levels for Employee Profile Upload files:

- **File Level Error:** A file level error will occur if the file cannot be read by Cardinal (e.g., corrupted file or invalid file name). If a file level error occurs, none of the transaction data in the file is uploaded into Cardinal. The file must be corrected by the agency and re-sent to Cardinal for processing.
- **Transaction Level Error:** A transaction level error occurs if the file is successfully recognized and processed by Cardinal but an individual transaction contains a data error (e.g., combination edit errors or missing required fields for a transaction). If a transaction level error occurs, only the errored transaction(s) are rejected and all other transactions in the file are uploaded into Cardinal. The errored transaction(s) must be corrected in the agency system and re-sent to Cardinal or entered manually online in Cardinal.

Only file and transaction level errors identified during the previous file upload are reported on the Employee Profile Upload Error Report generated by the nightly batch. The report should be reviewed by the agency on a daily basis.

Common file and transaction level errors can be viewed in the **Appendix** section of this job aid.

### Reviewing the Employee Profile Upload Error Report

The Employee Profile Upload Error Report can be viewed after the Employee Profile Upload and Employee Profile Upload Error Report nightly batch processes have run to completion. The nightly batch process posts the report to the Report Manager in Cardinal within the agency specific folder and to the file server for the agencies to retrieve automatically outside of Cardinal. Reports are available in Report Manager for 30 calendar days and on the file server for 7. The error report can be re-generated at any time by end users.

The Employee Profile Error Report can be generated manually by navigating to the following path:

**Main Menu > Travel and Expenses > Manage Accounting > Print Reports > Employee Profile Upload Error Rpt**

Instructions for running the report are included in the SW Reports Catalog.



### Appendix

### Common File Upload Errors

Note that the exact messages may differ between uploads and in some cases a generalized version of the error was provided. Additionally, the Employee Profile Upload Error Report does not print detailed messages on the error reports when file level errors are encountered.

General File Level Errors		
#	Error	Explanation
1	Agency <value> filename sent has already been processed by Cardinal	The Agency sends a file with a file name which has already been processed by Cardinal.
2	Agency <value> Upload file not received in valid file format	The file naming convention is correct, but the data in the file is corrupted or in a format impossible for the interface to read (e.g., binary vs. ASCII).
3	Agency <value> Upload file received with no control record	The Agency sends a file that does not contain a '000' row. All other data rows are present.
4	Agency <value> upload file received with no trailer record	The Agency sends a file that does not contain a '999' row. All other data rows are present.
5	The total number of rows in the file does not match the row count given in trailer row	The total number of rows in the file does not equal the total number of rows in the trailer record.
6	The total amount in the file does not match the amount given in trailer row	The total amount of all the transactions in the file does not equal the total amount in the trailer record.  Note: There is no amount field in the Journal Upload trailer; therefore, this error does not apply to the Journal Upload Interface.
7	The total transaction in the file does not match transaction count given in trailer row	The total of all the transactions in the file does not equal the total transaction count in the trailer record.
8	Invalid Date Format	Example: The Agency sends a file in DD/MM/YYYY format instead of MM/DD/YYYY.
9	Amount fields are not right justified or contain non-numeric characters	The Agency sends alpha character(s) in numeric field. Also, numeric fields must be right justified.
10	The trailer row for this transaction on the agency upload file contains one or more amount fields that are using more than two digits to the right of the decimal	Example: The Agency sends a file in which one of the transactions has an amount field value of \$50.556 (more than two digits to the right of the decimal field).  Note: There is no amount field in the Journal Upload trailer; therefore, this error does not apply to the Journal Upload Interface.
11	BU <value> in the control record is not a submitting BU	Example: The Agency sends a file which has BU 26100 on the control record of the file but the submitting BU is 26000.
12	BU <value> is not configured to submit interface file	The BU on the control record (000) is not configured as an interfacing agency.
13	BU <value> is not configured in Cardinal	The BU on the control record (000) is not configured in Cardinal.



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General File Level Errors		
#	Error	Explanation
14	Invalid Time Format <value>	Example: The Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_999.DAT instead of BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DAT
15	Invalid File Seq # <value>	Example: The Agency sends a file name BBBBB_AP964_IN_MMDDYYYY_HHMM_9999.DAT instead of BBBBB_AP964_IN_MMDDYYYY_HHMI_999.DAT
16	Agency <value> Upload file is blank	The Agency sends a file which is completely blank or the agency sends a file which contains only a control row (000) or a trailer row (999).  Note: The error "the agency sends a file which contains only a control row (000) or a trailer row (999)" does not apply to the Cash Advance or the Employee Profile interfaces.

General Transaction Level Errors		
#	Error	Explanation
1	No value provided for a required field	The Agency sends blank data for required field identified.
2	Field not in required format	The Agency sends an invalid format for the field identified.
3	Invalid field value compared with configuration/prompt table or use of a field value that is "Inactive"	The Agency provides a <value> that does not exist in Cardinal.
4	Transaction has missing required record(s) in interface file	The Agency file contains a header record with no matching lines.
5	Combination edit errors	The Agency sends a file with one or more ChartField values where the combination of those values is not valid in Cardinal.
6	ChartField errors: <value>	The Agency sends a ChartField value that is either blank or incorrect for processing in Cardinal.
7	Duplicate transactions when compared to the existing data in Cardinal	The Agency sends a transaction where that value (i.e., voucher, deposit certificate, journal, etc.) already exists in Cardinal.
8	Duplicate transactions when compared to the data in a single file	The Agency sends a transaction where that value (i.e., voucher, deposit certificate, journal, etc.) already exists in the same file.



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## SW AP315 Employee Profile Interface Processing

General Transaction Level Errors		
#	Error	Explanation
9	Transaction that is not balanced or summarized correctly	Example: The Agency sends a file in which one of the headers totals 700 lines, but there are actually 570 lines under that header.
10	Accounting Date <value> is not within the open period: fiscal year	The Agency sends a file in which one of the transactions has a header with a transaction date not in an open period.
11	This transaction contains a ChartField identified as budgetary-only	The Agency sends a file in which one of the transactions has a budgetary-only ChartField. Budgetary only ChartFields can only be used on budget journals.
12	This transaction is attempting to use an account identified as a control account	The Agency sends a file in which one of the transactions has a control account ChartField.
13	Not a valid transaction Business Unit for submitting Business Unit	Example: Agency 50100 sends a transaction for Business Unit 71700, which is not configured as transaction Business Unit for submitting Business Unit 50100.
14	PC Business Unit is required when Project ID is transmitted	A transaction in the file contains Project ID, but the PC Business Unit is blank.
15	PC BU is not valid for GL BU or no projects defined for the PC BU	Example: The PC Business Unit 79000 on the expense line is not valid for the GL Business Unit 72000 on the expense line.
16	Value exists for inactive ChartField: PROGRAM_CODE. This field is reserved for future use	The Agency sends a value in PROGRAM_CODE field, which is an inactive ChartField in Cardinal.
17	Project ID is required when PC Business Unit is transmitted	A transaction in the file contains PC Business Unit, but the Project ID is blank.



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## SW AP315 Employee Profile Interface Processing

Employee Profile Specific Transactional Errors		
#	Error	Explanation
1	The proxy flag is invalid as the proxy user does not exist for employee in Cardinal	In order to delete a proxy from Cardinal, that proxy must already exist for the employee. Example:  <pre>REC_TYPE  V_PROXY_FLG  EMPLID      AUTHORIZED_OPRID 003        D           12345678900    98765432100</pre> AUTHORIZED_ OPRID 98765432100 does not exist for Employee 12345678900 in Cardinal. Therefore, the value for V_PROXY_FLG for this ID cannot be 'D'.
2	The proxy user for employee does not exist in Cardinal	The User ID being added as a Proxy does not exist in Cardinal.
3	The proxy flag is invalid as the proxy user already exists for employee in Cardinal	The proxy being added is already defined as a proxy for the employee. Example:  <pre>REC_TYPE  V_PROXY_FLG  EMPLID      AUTHORIZED_OPRID 003        N           12345678900    V_18100_PROXY</pre> AUTHORIZED_ OPRID V_18100_PROXY already exists for Employee 12345678900 in Cardinal. Therefore, the value for V_PROXY_FLG for this ID cannot be 'N'.
4	The employee's proxy user does not have access to employee profile in Cardinal	The Proxy User ID does not have access to the agency in which the employee is defined.
5	Not a valid employee profile Business Unit for submitting Business Unit to update <value>	Example: The GL Business Unit on the Employee Profile is 60100, but the submitting Business Unit is 15100. Business Unit 15100 does not have permission to make updates to employee profiles listed under GL Business Unit 60100.
6	The Employee Profile has no Employee Data records	The Agency sends a file which does not include an Employee Data record.
7	The Employee Profile has multiple Organizational Data rows	An Organizational Data record (002) for an Employee is included in the file multiple times, causing a duplicate error. Example:  <pre>REC_TYPE  EMPLID      EMPL_STATUS  HIRE_DT      BUSINESS_UNIT_GL 002        12345678900    A            01/01/2015    60100 002        12345678900    A            01/01/2015    60100</pre>
8	The Employee Profile has no Organizational Data rows	The Agency sends a file which does not include an Organizational Data record (002).
9	The Supervisor does not exist in Cardinal	An Employee Profile does not exist in Cardinal for the Supervisor ID specified for the Employee.



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## SW AP315 Employee Profile Interface Processing

Employee Profile Specific Transactional Errors		
#	Error	Explanation
10	The Supervisor does not have access to employee profile in Cardinal	The Supervisor referenced on the Employee Profile does not have access to the agency for which the employee is defined.
11	The Employee Type Flag is invalid as employee profile exists in Cardinal	<p>The Employee being added in the file already exists in Cardinal. Example:</p> <pre>REC_TYPE  V_EMPL_TYPE_FLG  EMPLID  LAST_NAME  FIRST_NAME 001         N                12345678900  Cardinal    Joe</pre> <p>Employee Profile already exists in Cardinal. Therefore, the value for V_EMPL_TYPE_FLG for this ID cannot be 'N'.</p>
12	The Employee Type Flag is invalid as employee profile does not exist in Cardinal	<p>The Employee being updated in the file does not exist in Cardinal. Example:</p> <pre>REC_TYPE  V_EMPL_TYPE_FLG  EMPLID  LAST_NAME  FIRST_NAME 001         U                12345678911  Cardinal    Jane</pre> <p>Employee Profile does not exist in Cardinal. Therefore, the value for V_EMPL_TYPE_FLG for this ID cannot be 'U'.</p>
13	Duplicate Employee ID found in Employee Staging Tables either to update/add for Business Unit: <value> and Employee ID: <value>	The Employee ID which was referenced in the file is present in another agency file for that night's batch run.
14	The Employee ID must be 11 characters in length	The length of the employee ID is less than 11 characters in length.
15	The state is invalid	<p>The state value is not left justified. Example:</p> <pre>REC_TYPE  EMPLID  LAST_NAME  FIRST_NAME  ADDRESS1  CITY STATE 001        12345678911  Cardinal  Jane        123 Main  Richmond VA 001        12345678900  Cardinal  Joe         123 Main  Richmond VA</pre>
16	Incorrect postal code format. Valid formats are 99999 or 99999-9999	Example: The Agency sends a file which includes a post code as 232619999 or 23261-